



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5500.7F CH-3  
39100

28 JUL 1997

NAS LEMOORE INSTRUCTION 5500.7F CHANGE TRANSMITTAL 3

From: Commanding Officer, Naval Air Station, Lemoore

Subj: MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

1. Purpose. To transmit change 3 to the basic instruction.

2. Action. Make the following pen and ink changes to basic instruction:

a. Delete reference (b) and reletter the remaining references.

b. Page 1, paragraph 1, change "references (a) through (e)" to read "references (a) through (d)".

c. Page 3, paragraph 6g, change "references (a) through (e)" to read "references (a) through (d)".

d. Enclosure (2), block 13e change to read "BEALER, D. E."

e. Enclosure (2), block 14e change to read "CHILDRESS, L. D."



L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E



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NASLEMINST 5500.7F CH-2  
39100

2 0 APR 1980

## NAS LEMOORE INSTRUCTION 5500.7F CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

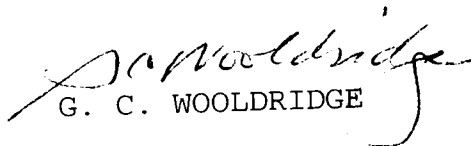
Subj: MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

1. Purpose. To issue pen and ink changes to basic instruction.

2. Action. Make the following pen and ink changes:

a. Change reference (b) to read "COMNAVAIRPACINST 5500.6C"

b. Page 3, subparagraph 6d, change to read, "DD Form 200 shall be prepared by the reporting department within 15 days from the date the item was discovered missing and submitted to the Supply Department Survey Coordinator who will assign an inquiry/investigation number, ensure the form is properly completed, and forward to the NAS Lemoore Security Detachment. Security Detachment shall assign an MLSR number to the DD 200, forward to the Commanding Officer for final approval/comments/action, and distribute when signed."

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B and E



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NASLEMINST 5500.7F CH-1

29000  
AUG 10 1994

### NAS LEMOORE INSTRUCTION 5500.7F CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Replace enclosure (1) of basic instruction with enclosure (1) of this change transmittal.

D. W. ELD  
By direction

Distribution: (NASLEMINST 5215.2U)  
List B & E



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NASLEMINST 5500.7F

39000  
JUL 18 1994

NAS LEMOORE INSTRUCTION 5500.7F

From: Commanding Officer, Naval Air Station, Lemoore

Subj: MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.4G  
(b) COMNAVAIRPACINST 5500.6B  
(c) NASLEMINST 4500.1G  
(d) NASLEMINST 13650.1C  
(e) OPNAVINST 5510.1H

Encl: (1) Preparation of DD Form 200  
(2) Sample Completed Report of Financial Liability  
Investigation of Property Loss (DD Form 200)

1. Purpose. To prescribe the policy and procedure for reporting missing, lost, stolen, or recovered (MLSR) government property per references (a) through (e) for which Naval Air Station Lemoore is accountable.

2. Cancellation. NASLEMINST 5500.7E

3. Policy. To ensure efficient management of naval assets, each individual is charged with proper safeguarding of all government property under his jurisdiction whether or not he or she has a signed receipt. Property issued to individuals does not become private property by act of issuance or possession, but remains Navy property which must be properly safeguarded. Property losses frequently occur because of improper safeguarding procedures.

4. Reporting

a. All NAS Lemoore departments and commands are responsible for initiating reports on MLSR property under their cognizance per the procedures and format set forth in reference (a) and as outlined in enclosures (1) and (2). A copy of initial survey will also be submitted immediately to the Security Detachment so that a timely and thorough investigation can be conducted. Government property which is held in subcustody will be reported by the department/command having custody at the time the property was discovered missing, lost, stolen or recovered. The command accountable for the property will be included as an information addressee on the MLSR report.

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b. Department heads shall ensure that personnel are held accountable for MLSR property and shall report MLSR incidents promptly. Reports shall include an accurate description of circumstances and identify actions taken to reduce or eliminate the possibility of recurrence. The failure to address accountability for losses and the statements "Loss due to poor administrative procedures; corrective action will be to improve administrative procedures" by departments who have repeated losses indicate continued ineffective or unenforced security procedures and will not be accepted.

c. The following losses must be reported by message within 48 hours:

(1) Arms, Ammunition, and Explosives (AA&E).

(2) Vulnerability items listed in NAVSUPNOTE 5500, Subj: Vulnerability Materials List.

(3) Classified equipment/repair parts excluding Communications Security (COMSEC) material as described in paragraph 5.

(4) Precious metals - economically recoverable gold, silver, or platinum (valued over \$100) and presentation or commemorative silver.

d. The following items are reported using the completed DD Form 200, SF-361, or SF-364:

(1) All controlled equipage.

(2) All plant account property (major and minor).

(3) All items with a replacement cost greater than \$100 that are stolen or suspected stolen.

e. Property losses and gains resulting from stock record adjustments will not be reported as MLSR unless the item(s) qualifies under another reportable category.

5. Narcotic, Cryptographic, and Classified Material Reporting. Narcotic losses are not included under the MLSR program and shall be reported as prescribed in Chapter 21 of the Manual of the Medical Department. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving missing, lost, stolen, or recovered CCI material in the supply

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system must be reported within 48 hours of discovery to Commander, Naval Security Group Command. Classified printed material losses are not included under the MLSR program and will be reported as prescribed in reference (e).

6. Action

a. All NAS Lemoore departments issuing equipment on subcustody shall conduct annual inventories to ensure material accountability procedures are in place.

b. NAS Lemoore Security Detachment shall conduct a preliminary investigation and refer any MLSR incident involving theft or suspected theft to Naval Criminal Investigative Service, Lemoore.

c. Tenant commands having a security officer administering the MLSR program independent of NAS Lemoore Security Detachment shall report incidents involving theft or suspected theft to Naval Criminal Investigative Service, Lemoore and the Security Detachment, as appropriate.

d. DD Form 200 shall be prepared by the reporting department within 15 days from the date the item was discovered missing. One copy shall be submitted promptly to the Security Detachment and the original forwarded to the Supply Department Survey Coordinator who will ensure the form is properly completed and routed via the internal chain of command to the Commanding Officer for final approval/comments/action. The Survey Coordinator shall then forward the completed DD Form 200 to NAS Lemoore Security Detachment for assignment of MLSR number and distribution.

e. SF 364 (Report of Discrepancy (ROD)) is prepared by Supply Department and shall be forwarded to Security for assignment of MLSR number and distribution.

f. Security Detachment shall ensure an MLSR number is assigned for each DD Form 200 and SF 364 submitted for MLSR reporting.

g. All personnel shall comply with MLSR reporting procedures per references (a) through (e) and enclosures (1) and (2) of this instruction.

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7. Forms. DD Form 200 (2-91) is available through the supply system. SF-361 (3-84) and SF-364(2-80) are available through the General Services Administration (GSA).

  
D. W. ELD  
By direction

Distribution: (NASLEMINST 5215.2U)  
Lists B & E

PREPARATION OF DD FORM 200

A. Purpose. The purpose of this enclosure is to provide instructions for the preparation of DD Form 200. This form is used to document the financial liability process for lost, damaged, or destroyed government property. When completed, the DD Form 200 is the official document to support the establishment of debts, relief from accountability, and adjustment of property records, supply system stock, and financial records. Having the Security Officer add an MLSR number, check the report for any impropriety (notifying NCIS when necessary), and mailing a copy to Chief of Naval Operations (CNO) and Naval Surface Warfare Center Division (NAVSURFWARCENDIV) Crane constitute the process of making the DD Form 200 an MLSR report.

B. Instructions for Preparation

1. Date Initiated. Self explanatory.
2. Inquiry and/or Investigation Number. Number assigned to the inquiry and/or investigation by Supply Department Survey Coordinator.
3. Date Loss Discovered. Self explanatory.
4. National Stock Number (NSN). Enter the NSN(s), manufacturer's part number, or other identification numbers in numerical sequence. If not applicable, enter the word "None".
5. Item Description. Enter the nomenclature of the item, including any serial number, model number, controlled inventory item, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is lost/damaged, describe the end item fully, then describe the lost/damaged parts. If additional space is needed, a continuation sheet may be used.
6. Quantity. Enter the number of units and unit of issue (e.g., 1 each, 2 dozen, 5 pair).
7. Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or item records. The specific reference should be indicated for audit trail purposes.



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8. Total Cost. Enter the total cost of all units of each article listed (Block 6 X Block 7).

9. Circumstances Under Which Property Was Lost, Damaged, or Destroyed. Enter a complete statement of the facts, including the date and place of the incident. Include the name, grade, and social security number (SSN) of all persons directly involved. The statement must answer five basic questions of who, what, when, where, and how. Identify any appropriate contract number(s), transaction number(s), control number(s), etc. Add as exhibits and identify alphabetically within the block, as needed.

10. Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences. Include recommended actions by the accountable and or responsible officer, and if appropriate by the financial liability officer, to the appointing and approving authorities.

11. Individual Completing Blocks 1 through 10. Person conducting the inquiry.

12. Responsible Officer and/or Reviewing Authority

a. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or under his or her supervision.

b. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

13. Appointing Authority. An individual designated in writing by the approving authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer.

14. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the

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appointing authority or designate an appointing authority in writing. The approving authority is normally senior to the appointing authority. The Commanding Officer is the appointing authority for all MLSR reports.

15. Findings and Recommendations of the Financial Liability Officer. Enter findings of the financial liability officer along with a recommendation regarding liability of the involved parties. Enter the following when the apparent financial liability cannot be determined during investigation:

a. An indication that negligence on the part of the individual has not been determined.

b. A recommendation that the investigation be continued at some future time because of extenuating circumstances.

c. Recommendation for corrective actions.

d. Recommendation that the individuals involved in the loss, damage, or destruction be relieved of responsibility for the property when negligence cannot be established. State the facts on which the recommendations are based. Proper conclusions shall be drawn from available facts, not opinions or suspicions. The financial liability officer must sustain or refute the statements made in Block 9 of the DD Form 200 and any other statements that are part of the inquiry and/or investigation. Do not use stereotyped phrases such as "loss or damage in manner stated". The financial liability officer shall state in his or her own words how the loss or damage occurred based on the evidence obtained by the investigation.

e. Include a computation of charges, as prescribed by DOD component regulations, when recommending financial liability. The computation should show how depreciation was calculated and other factors used in determining the loss, or reference should be made to the exhibit on which the computation is recorded. The results of the computation shall be entered in Block 15b.

f. Describe the disposition of the property. Items that have been classified as "uneconomically repairable" shall be turned in to the designated person (e.g., property custodian, accountable officer, or Defense Reutilization and Marketing Service (DRMS)) when released by the financial liability officer or the appointing authority when a financial liability officer is not appointed.

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g. Recommendations shall be entered immediately after the findings. The recommendations shall include:

(1) Financial liability to be assessed or relief from responsibility and accountability. Also enter in Block 15d. In this same area enter monthly basic pay (for military member) or one-twelfth of the yearly salary (for civilian) in Block 15c.

(2) Disposition instructions for any unserviceable property not previously sent to the DRMS.

(3) State clearly the full name, grade, SSN, and the amount of the charge when recommending financial liability.

(4) State if the DD Form 200 may cover the loss, damage, or destruction of property for which a claim is being processed.

h. The recommendations must represent a logical and equitable decision developed from the facts cited in the evidence and findings.

i. Sign the DD Form 200 in Block 15j, at the end of the recommendations.

16. Individual Charged. Enter in Block 16d, the individual's name and rank or grade when financial liability is assessed. Enter in Block 16e, his or her SSN. Initiate collection action by forwarding a copy of the approved DD Form 200 by transmittal document to the Comptroller. All continuation sheets are to be included and the attachments and exhibits excluded. The approved DD Form 200 is sufficient to hold a person financially liable and establish a debt.

17. Accountable Officer. Record document numbers used to adjust property and financial records. All other blocks are self explanatory.

## FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS JUL 18 1994

## PRIVACY ACT STATEMENT

\*MLSR REPORT 1994/01

**AUTHORITY:** 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

**ROUTINE USES:** None.

**PRINCIPAL PURPOSE:** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**DISCLOSURE:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD) 940425		2. INQUIRY/INVESTIGATION NUMBER 25APR94-8746-6T1		3. DATE LOSS DISCOVERED (YYMMDD) 940424	
4. NATIONAL STOCK NO. 5820-01-079-9536	5. ITEM DESCRIPTION 19" RCA COLOR TRAK TELEVISION		6. QUANTITY 03	7. UNIT COST \$298.00	8. TOTAL COST \$894.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <b>*STOLEN</b> <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED (Attach additional pages as necessary) TELEVISION SETS DISCOVERED MISSING FROM BARRACKS 7, ROOMS 132, 143, AND 156 AS A RESULT OF A PHYSICAL INVENTORY CONDUCTED TO UPDATE MINOR PLANT PROPERTY RECORDS. TELEVISIONS WERE NOT SECURED IAW OPNAVINST 5530.14B, PARA. 0321, TO PREVENT THEFT.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) ALL PERSONNEL CHECKING OUT OF BARRACKS NOW REQUIRED TO HAVE THEIR ROOMS. PHYSICALLY INVENTORIED PRIOR TO CHECKOUT. ALL TELEVISIONS TO BE PERMANENTLY SECURED WITHIN ROOMS BY ANCHOR PADS OR BOLTS. <b>* NCIS LEMOORE NOTIFIED 940424, ASSUMED CASE.</b>					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) SUPPLY DEPARTMENT NAVAL AIR STATION LEMOORE, CA 93246-5001		b. TYPED NAME (Last, First, Middle Initial) SAMPLE, EYE M. SKI		c. AUTOVON/DSN NUMBER 949-XXXX	
		d. SIGNATURE <i>Sample, Eye M. SKI</i>		e. DATE SIGNED 940425	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)	REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)				
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	b. COMMENTS/RECOMMENDATIONS TELEVISIONS DISCOVERED MISSING UPON MAKING MORNING ROUNDS.				
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) SUPPLY DEPARTMENT NAVAL AIR STATION LEMOORE, CA 93246-5001	d. TYPED NAME (Last, First, Middle Initial) SMITH, JOHN J. BMI		e. AUTOVON/DSN NUMBER 949-XXXX		
	f. SIGNATURE <i>Smith, John J.</i>		g. DATE SIGNED 940502		
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove	b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) EXECUTIVE OFFICER NAVAL AIR STATION LEMOORE, CA 93246-5001	e. TYPED NAME (Last, First, Middle Initial) ELD, D. W. CDR		f. AUTOVON/DSN NUMBER 949-XXXX		
	g. SIGNATURE		h. DATE SIGNED 940504		
14. APPROVING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove	b. COMMENTS/RATIONALE <b>* SUBMIT COPIES TO:</b> <b>CNO (NO9N1)</b> <b>NAVSURFWARCENDIV CRANE (3046)</b>			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) COMMANDING OFFICER NAVAL AIR STATION LEMOORE, CA 93246-5001	e. TYPED NAME (Last, First, Middle Initial) GORTHY, A. R. CAPT		f. AUTOVON/DSN NUMBER 949-XXXX		
	g. SIGNATURE		h. DATE SIGNED 940504		

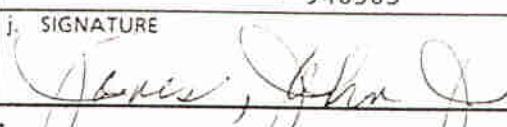
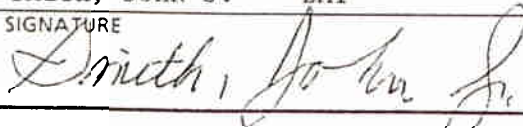
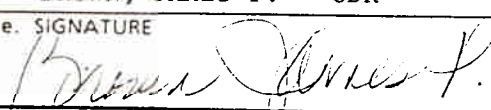
## 15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

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## FINDINGS:

1. BM1 SMITH FAILED TO PROPERLY SECURE TELEVISION SETS DURING THE EVENING RESULTING IN THEIR THEFT. FAILURE TO PROPERLY EXECUTE ASSIGNED RESPONSIBILITIES RESULTED IN LOSS TO GOVERNMENT. RECOMMEND BM1 BE HELD FINANCIALLY LIABLE FOR LOSS TO GOVERNMENT.
2. REMOVE FROM PROPERTY BOOK RECORD.
3. ALL PERSONNEL MUST NOW HAVE THEIR ROOMS PHYSICALLY INVENTORIED BEFORE CHECKOUT. ALL TELEVISIONS HAVE BEEN PERMANENTLY SECURED WITHIN ROOMS BY ANCHOR PAD OR BOLTS.

b. DOLLAR AMOUNT OF LOSS \$894.00	c. MONTHLY BASIC PAY \$1,623.00	d. RECOMMENDED FINANCIAL LIABILITY \$894.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION LEMOORE, CA 93246-5001	f. TYPED NAME (Last, First, Middle Initial) JONES, JOHN J. LT	g. AUTOVON/DSN NUMBER 949-XXXX
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD) 940503	i. DATE APPOINTED (YYMMDD) 940424
	j. SIGNATURE 	k. DATE SIGNED 940503
16. INDIVIDUAL CHARGED BM1 SMITH, JOHN J.		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
(1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION LEMOORE, CA 93246-5001	d. TYPED NAME (Last, First, Middle Initial) SMITH, JOHN J. BM1	e. SOCIAL SECURITY NUMBER 123-45-6789
f. AUTOVON/DSN NUMBER 949-XXXX	g. SIGNATURE 	h. DATE SIGNED 940503
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) SUPPLY DEPARTMENT NAVAL AIR STATION LEMOORE, CA 93246-5001	c. TYPED NAME (Last, First, Middle Initial) BROWN, JAMES P. CDR	d. AUTOVON/DSN NUMBER 949-XXXX
	e. SIGNATURE 	f. DATE SIGNED 940504